

**United States Bankruptcy Court
Northern District of Illinois
Vacancy Announcement**



Position: Training Specialist

Location: Chicago, Illinois

Salary: CL 26/27 \$46,731 - \$83,449
(Commensurate with Qualifications)

Posting Date: December 22, 2015

Closing Date: January 7, 2016

Posting Number: 15-16

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for a full-time Training Specialist. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview: This full-time position is located in the Training Department of the Clerk's Office of the United States Bankruptcy Court, Northern District of Illinois. The incumbent designs, develops and delivers in-house training programs for internal (court staff) and external customers (attorneys and support staff) which includes researching potential training topics, planning, coordinating and evaluating training programs. The incumbent prepares training presentations using the latest software, presentation tools, and long-distance training technology, as required. The incumbent researches, recommends, designs, coordinates and evaluates training programs developed by outside vendors. The incumbent conducts training needs assessments and audits training programs to ensure they are current and continue to meet the needs of the court and the court's employees. The incumbent drafts manuals, handbooks, job aids, web content, and other training materials as required. The incumbent answers telephone inquiries from attorneys and the general public regarding training matters and provides general information via the help desk line. The incumbent reports to the Manager of Human Resources and Training.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has ten judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 50,000 cases filed in 2014.

Minimum Qualifications: Two (2) years of specialized experience*, including at least one (1) year equivalent to work at the CL-25.

The successful candidate must: possess a passion for teaching and assisting others; possess strong verbal and written communication skills; have the ability to design and deliver e-filing certification programs to attorneys and their staff; ability to develop and deliver various internal programs for court employees; have the ability to recognize training needs and recommend appropriate remedies; be detailed-oriented and highly organized with strong project management skills; be dependable and have the ability to work independently and collaboratively; exhibit strong computer skills in various software programs and systems; be a problem solver who is results oriented; hold him/herself accountable to high professional standards of performance and conduct.

*Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software.

Preferred Qualifications: A bachelor's degree from an accredited college or university; four (4) or more years of training experience and familiarity with adult learning theories are preferred.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

Notice to Applicants: The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in United States. The Court is a smoke free environment.

How to Apply: In order to be considered for this position, go to

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=15-16>

complete all questions and attach **in PDF format** your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf

Note to ILNB applicants only: Please complete all questions and attach your cover letter and resume **in pdf format**.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

As part of the interview process, please be prepared to give a three to five minute training presentation on a topic of your choosing.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.